

GUIDELINES FOR CONTRIBUTORS

PLEASE follow these guidelines closely when preparing your paper for submission. The editors reserve the right to reject illegible or otherwise inadequately prepared papers.

All contributions must be submitted in English, in duplicate, typed, double-spaced on A4 paper on one side of the paper only. Authors should keep an additional copy for their own future reference. Articles should not exceed 10,000 words in length. An Abstract of about 100 words should also be provided. Submission on diskette in Word is appreciated, but the diskette need not be sent until the paper has been accepted and any corrections and revisions have been made.

The first page of an article for the *Research Review* should contain the title but not the author's name. The article should have a separate title page including the title and the author's name with full contact information including mailing address, phone numbers and email address if possible.

Footnotes and endnotes (footnotes are preferred) should be numbered consecutively throughout the paper. They should not contain full references. References made in the notes or in the text (references within the text are preferred) should include author's last name, the date of publication and the relevant page numbers. There should be a separate list of references, in which all items referred to in text and notes are listed in alphabetical order according to the surname of the first author. Give full bibliographical details in this order: name of author or editor, date of publication, title of the work, place of publication and publisher.

Illustrative quotations less than two lines long should be within double quotation marks ("...") and not separated from the text. Longer quotations may be set out and indented on both sides. The source reference should come immediately after the quotation or in the sentence immediately before it.

Figures and diagrams should be drawn in black ink on white paper, and require little or no reduction in size. Photographs should be black and white on glossy paper. Preferred placement of diagrams tables and figures in the text should be indicated by pencilled numbers, on the back of the photo or figure and in the text.

Words or short passages in other languages (including Ghanaian languages) may be included, but if you use a non-standard font with your word processor a copy of the font should be included on your diskette. Material in any language other than English should be underlined, or italicised if a word processor is used.

Full details including setup of references and notes can be obtained by contacting the editors at raspubs@ug.edu.gh